



Water Resources Program Plain Talk Process

Team Membership

PMT Sponsor: Curt Hart

Team Lead: Rebecca Inman

Team Members: Barbara Anderson/HQ (Publications Coordinator, executive correspondence)
Judy Beitel/HQ (Public outreach)
Rose Bennett/HQ (Forms Coordinator)
Glenda Heironimus/CRO (Grammar/proofreading/editing)
Alix Mills/ERO (Tone)

Information in parentheses following team members' names indicates areas of special involvement, interest, or expertise. Team members' participation is not limited to the identified topics.

- ❖ We would like to have team members from each regional office as soon as possible. Team will solicit participants during Program Workshop in late October and at future program events. Curt Hart to request further referrals at November Program Management Team (PMT).

Prioritization of Documents

The following criteria will be used to determine initial priority. The specific types of documents will be used as secondary criteria for increasing priority. The team does not intend to refuse any external document if timeline and existing workloads permit our participation.

- On PMT's priority list
- External documents
- High visibility (High legislative or public interest, Web postings, etc.)
- Potential legal ramifications
- Urgency
- Severity or number of problems identified
- On the Governor's priority list
- Longevity
- Complexity

Specific types of documents

- Executive correspondence
- Forms
- New rules
- Publications
- Templates/form letters

Water Resources Process

Definitions

- Document manager - Plain talk team member who maintains the current working version of the document.
- Facilitator - Person running and scheduling group rewrites.
- Content expert(s) – Author of the document or other expert on the topic (manager, Assistant Attorney General, etc.).

Review Process

Team lead receives signed Plain Talk Project Submittal Form together with document (preferably in electronic format) and prioritizes the project based on the criteria above.

- ❖ **Full Review** (This review process may require an extensive amount of time.)
 - Team lead identifies the document manager and facilitator.
 - The team lead, together with the author/owner of the document, the document manager and the facilitator determine the timeline for completing the document.
 - The facilitator schedules group rewrite(s) with content expert(s), document manager, and facilitator until the group reaches consensus.
- ❖ **Medium Review** (This review process is intended for documents that are neither lengthy nor complex, with a minimum of two weeks lead time.)
 - Team lead schedules group rewrite with content expert(s) and available team members.
 - Follow up meetings scheduled if necessary to reach group consensus.
- ❖ **Quick Review** (This process is typically used for documents with less than two weeks turnaround time, or for longer documents without enough time for a full review.)
 - Team lead sends document to team members and asks for comments by a specific time
 - Team Lead incorporates or compiles comments received.

Approval Process

The author/owner of the document will identify who should or must review the document prior to finalization, whenever possible, at the time of project submittal.

Tracking and Reporting

Team Lead will track incoming and completed assignments on the X:\Plain Talk\Program Plain Talk Before and Afters\WR and report achievements to Program Planner each quarter.